



City of Bristol
Mayor's Task Force on Budget and Efficiency

August 20, 2012

Ladies and Gentleman:

A Regular Meeting of the Mayor's Task Force on Budget and Efficiency will be held on **Thursday August 23, 2012** at 5:30 p.m. in the City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

Agenda

1. Call to order.
2. Pledge of Allegiance.
3. Approval of the August 2, 2012 regular meeting minutes.
4. Discussion with Fire Chief Jon Pose.
5. Discussion with Personnel Director Diane Ferguson.
6. Discussion with Corporation Counsel Edward Krawiecki.
7. Adjournment.

John Smith
PER ORDER OF

RICHARD MIECZNIKOWSKI, CO-CHAIRMAN
JOHN SMITH, CO-CHAIRMAN

CC: Mayor Ward
Richard Miecznikowski - Co-Chairman
John Smith - Co-Chairman
Paul Tonon, Board of Finance
Lisa Casey, Board of Finance
Council Member Eric Carlson
Council Member Kevin Fuller
Chris Wilson, BOE Chairperson

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**Mayor's Task Force on Budget and Efficiency
Meeting Minutes- August 2, 2012**

A Regular Meeting of the Mayor's Task Force on Budget and Efficiency was held on **Thursday, August 2, 2012** at 5:30 p.m. in the City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut. The following members attended: Co-Chairmen Richard Miecznikowski and John Smith; and Commissioners Chris Wilson and Paul Tonon. Absent: Commissioner Lisa Casey; and Council Members Kevin Fuller and Eric Carlson.

1. Call to order.

Co-Chairman Smith called the meeting to order at 5:35 p.m.

2. Approval of the July 10, 2012 special meeting minutes.

On motion of Co-Chairman Smith and seconded by Commissioner Tonon, it was unanimously voted to: Approve the minutes of the July 10, 2012 Special Meeting.

3. Discussion with Francine Petosa, Library Director regarding Library operations.

Library Director Petosa addressed the committee regarding the operations of the Library. She outlined various cost saving measures that had been utilized over the past several years. She noted that she had no additional cost savings suggestions without a reduction in hours of operation. She stated the Main Library was open for a total of 63 hours/week, and the Manross Library was open 56 hours/week.

She discussed the increased utilization of the library by patrons, as well as an increase in meeting room utilization.

Members of the task force questioned Ms. Petosa about the need for additional materials, number of residents with library cards, and the need to plan for future equipment and infrastructure repairs/replacements. She was also questioned was the relationship the library had with the libraries located within the schools.

4. Discussion with Edward Swicklas, Parks & Recreation Superintendent regarding the Parks & Recreation budget.

Parks & Recreation Superintendent Swicklas noted he had been charged with researching the outsourcing of management services for the indoor pool (Malone pool). He suggested that outsourcing could actually increase the costs (2 ½ x). He stated there were approximately 800 members of the pool, with 17,000 people using the pool last year. He suggested that an increase in fees, if approved by the Board of Park Commissioners, could generate an additional

\$100,000 in revenue. He noted the current pool fees were below those charged by Healthtrax and the YMCA.

Discussion was held about pool utilization by various groups including park dept. programs, out-of-town swim teams, local high school swim teams, and by Little League. Also discussed was whether City employees were needed when the various groups used the pool.

Further discussion was held regarding the trusts that benefit the parks including the income derived and fee structures of the various trusts, and the need to move some of the trust funds away from Bank of America.

Also discussed was that the Park Dept. no longer maintained any of the Little League fields, the cost of using the aerators in the various ponds, and whether the dept. makes a profit when it rents out Muzzy Field.

5. Review of "FOUR YEAR ACTUAL COMPARISON" report compiled by the Comptroller's Office.

Discussion was held regarding switching over to bi-weekly payroll for employees, the duplicate street lights on North Main Street, and the need to reduce overtime. Comptroller Klocko noted that most of the remaining overtime was contractual in nature, and that he would express the task forces' concerns regarding overtime to the Personnel Director. Mayor Ward noted that two firefighters were being deployed overseas shortly, and they were going to research potentially "over hiring" firefighters to lessen the need for overtime during the deployments.

Also discussed was the future of the BRRFOC, since it is at the end of its' twenty-five year commitment.

Co-Chairman Miecznikowski reviewed the four year actual comparison report by department. Discussion was held regarding the need to evaluate the cost of the Youth Services building, the police maintenance division, Police Communications, Animal Control and the consideration of consolidation for the Bristol/Burlington Health District.

Discussion was held regarding potential heart & hypertension claims over the next 2 to 3 years. Also discussed were property insurances, particularly as it pertains to the vacant schools, the OPEB arc schedule, and employee benefits. Additional discussion was held about a potential tax increase greater than required, that would correct the revenue problems, as well as the need to prioritize the 5-year capital improvement projects.

Co-Chairman Smith noted that the four year actual comparison report showed that the departments were already down, and that decisions would need to be made regarding what services would need to be cut, in order to get future cost savings.

At 6:15 p.m. during the review of the four year actual comparison report, Commissioner Tonon left the meeting. There was no longer a quorum.

6. Discussion of additional meeting dates.

Discussion was held regarding the need to hold additional meetings prior to delivering the task forces' report to the Mayor. Co-Chairman Miecznikowski suggested that September 11, 2012 and September 27, 2012 would be appropriate dates for meetings.

He also stated that at the meeting scheduled for Thursday August 23, 2012, the Fire Dept., Personnel and Corporation Counsel should be invited to discuss their departments.

7. Adjournment.

At 7:12 p.m., with no quorum present, the meeting adjourned.

*Tina K. Bunnell
Recording Secretary*